

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2013-002

1. Solicitation identified: This Addendum No. 1 applies to the following procurement:
comprehensive classification and compensation study

Purchasing Office Solicitation No.: 2013-002

2. Notice to Proposers publication date: **June 28, 2012**
3. Solicitation release date: **June 29, 2012**
4. Addendum No. 1 release date: **July 11, 2012**
5. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **July 17, 2012, 2:00 p.m. Central Time**
6. Proposals submittal deadline and scheduled opening: **July 31, 2012, 2:00 p.m. Central Time**
7. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **August 10, 2012**
8. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **August 28, 2012**

9. Addendum:

In reference to the City of Franklin's June 29, 2012 Purchasing Office Solicitation No. 2013-002 for the provision of a comprehensive classification and compensation study for the City of Franklin Human Resources Department, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers.

The purpose of this Addendum No. 1 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation the City's responses to the questions that have been asked to date.

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Below are the questions asked to date, and the City's responses thereto:

- Q1: Item 2 on page 4 of RFP includes the following text: "... the development of career ladders for full-time classifications and, in some cases, designated part-time classifications." Is this asking the consultant to merely identify City of Franklin job titles comprising career ladders for all jobs, or is consultant expected in addition to identify the technical and general competencies to be developed as employees progress through career ladders? If the latter, do competency models currently exist for all jobs? (If competency models do not exist for all jobs, it seems likely that development of anything other than a rather general competency framework supporting each career ladder is outside the scope of this project.) Item 13 on page 4 asks consultant to "Review and/or develop career paths where feasible." How does item 13 relate to item 2? One might ask is this career ladders/paths piece a "big deal" or not?
- A1: The City of Franklin has not developed competency models or career paths for all positions in the City. However, some departments have developed these for specific positions within the department. We do not expect the selected consultant to develop competency models or career paths for all positions, but we do expect the selected consultant to review the competency models and career paths that are currently in place, to identify any positions that would easily lend themselves to such, and to make recommendations as the consultant deems appropriate. The career ladders/paths piece is not the main focus of the Classification and Compensation Study. The primary objective of the study is to review all job descriptions and develop a compensation plan.
- Q2: Item 9 on page 4 of RFP asks consultant to "Prepare ... accurate job classification specifications (job descriptions) for each position" Item 11 on page 4 asks consultant to "Document changes in current job descriptions" Do job descriptions currently exist for all jobs? If yes, then consultant is not being asked to develop them from scratch, right?
- A2: Job descriptions currently exist for all positions in the City. However, some of the job descriptions for longstanding positions have not been updated since 1992. The selected consultant will be expected to review and make recommendations for each and every job description.

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Q3: Page 8 of the RFP specifies commercial general liability requirements. It is my understanding that commercial liability coverage does not really apply to consulting engagements (there is no risk of causing bodily harm due to misuse of equipment, tools, materials, etc.). Professional liability (errors and omissions) insurance is typically the coverage required. Which is required?

A3: The City agrees that professional liability coverage should be required for this procurement rather than commercial general liability coverage.

Still on the subject of the insurance requirements, the automobile liability limits of coverage listed in the Request for Proposals were higher than necessary for this procurement. Also, references to “bidders” should have been to “proposers.”

For the foregoing reasons, the insurance requirements as indicated on p. 8 of the Request for Proposals are therefore hereby deleted and restated as follows:

Insurance Requirements:

Prior to award of the procurement by the City, the successful proposer (that is, the vendor who is recommended be awarded the purchase) shall provide one or more Certificate(s) of Insurance that meet(s) or exceed(s) the following insurance requirements:

Type of coverage	Minimum limits of coverage	Certificate of insurance*
Automobile liability	\$500,000 combined single limit	Certificate holder only
Professional liability (errors and omissions)	\$1 million combined single limit	Certificate holder only
Workers compensation	Statutory limits	Certificate holder only
Employers liability	\$500,000 bodily injury each accident / \$500,000 policy limit bodily injury by disease / \$500,000 each employee bodily injury by disease	Certificate holder only

*The successful proposer shall provide the City with a Certificate of Insurance that shall contain the provision that the City shall be given thirty (30) days written notice of any intent to amend or terminate by either the proposer or its insuring company. However, a ten (10) day notice is sufficient for cancellation due to non-payment of premium.

Q4: Item 7 at bottom of page 6 of RFP asks proposer to submit a “Sample of a finished report” Providing an entire report is against our policy. We consider each report proprietary plus each consulting engagement, client requirements, and client culture are different, opening up the possibility of misinterpretation of the report. We can submit excerpts from reports that unambiguously illustrate our prior work that is relevant to Franklin. I trust this will be acceptable.

A4: Yes, submitting sample excerpts of one or more finished reports previously prepared by the proposer for prior work that is relevant to the subject of the City of Franklin request for proposals would be acceptable.

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10. Proposals submittal deadline and scheduled opening: Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

July 31, 2012, 2:00 p.m. Central Time

11. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
12. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

13. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.